

Foothill Transit Executive Board

MINUTES

The special meeting of the Foothill Transit Executive Board was held Tuesday, July 31, 2007, at the Foothill Transit Board Room, 2nd Floor, 100 South Vincent Avenue, West Covina.

President Paula Lantz, called the meeting to order at 8:09 a.m. The following members were present, constituting a quorum of the Executive Board:

Paula Lantz, President
Peggy Delach, Vice President
Michael De La Torre
John Fasana
Lola Storing

Staff and Guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Darold Pieper, General Counsel
Peter Papadakis, Deputy Secretary

Pledge of Allegiance

President Lantz led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JUNE 22, 2007

The regular meeting minutes of June 22, 2007 were approved as submitted with the following correction: Page 7, first paragraph, first sentence, "The Executive Board ~~adopted~~ *did not adopt* the action to approve" (10) Change Order Requests (COR) totaling \$45,690.00 related to various construction activities at Foothill Transit's Administration Offices in West Covina.

Motion:	Member Storing, seconded by Member Fasana
Vote:	Unanimously carried

President Lantz recognized Corey Calaycay, Councilmember, City of Claremont.

PUBLIC COMMENT

Mr. Daniel Torres, Claremont resident, addressed the Executive Board regarding the recent Line 187 service route change. Mr. Torres commented on the difficulty of getting to the nearest bus stop which is presently three quarters of a mile from the former bus stop and respectfully asked the Executive Board to consider reinstating the original Line 187 pick up point. Mr. Torres also stated concern that Line 292 will be eventually dissolved as well. Because of his physical disability, he indicated supplying identification to bus operators is cumbersome and believes the policy shouldn't be enforced with such rigidity. He suggested that the Executive Board consider alerting bus operators to use "sensitivity" when interfacing with disabled persons.

In closing, he commended Foothill Transit for their long time commitment and dedication in providing transit service to the Claremont community and offered to volunteer his services to achieve positive results as needed.

On behalf of the Executive Board, President Lantz thanked Mr. Torres for his comments and requested staff obtain his contact information.

Mr. Sam James, Pomona resident, expressed concern regarding the wait time frequency of the Silver Streak service at the West Covina shopping mall. Mr. James indicated that the Silver Streak stops at the mall between 4-9 minutes causing schedule delays. Mr. James also suggested Foothill Transit should research the feasibility of modifying Line 480 (which traveled from Montclair to downtown Los Angeles) to improve bus schedule timeliness and efficiency.

PRESENTATIONS:

Contractor's Operator of the Month Awards

Jim Andrews, Interim Manager, introduced and recognized the following awardee: George Ortiz, Operator of the Month, Pomona First Transit.

Wayne Fritz, Transit Manager, introduced and recognized the following awardee: Rosemary Lopez, Operator of the Month, Irwindale/Arcadia First Transit.

Executive Director Doran Barnes welcomed back and introduced Mr. Wayne Fritz. Mr. Barnes commended Mr. Fritz for his leadership, strong work ethic and for being an integral player in the continued success of the Arcadia facility.

CONSENT CALENDAR:

The Executive Board adopted Consent Calendar agenda items 7, 9-11 and held item 8 for further discussion at its August 24, 2007 meeting.

2007 LEGISLATION SUMMARY

Member Fasana noted that the proposed State California budget regarding transportation will yield difficult decisions in terms of transit planning and achievable service levels.

Executive Director Barnes advised that the budget deficit changes daily and is difficult to project the exact dollar amount and its affect on Foothill Transit. State California legislature and Governor Arnold Schwarzenegger have proposed to transfer \$1.5 billion from the public transportation account and use the monies for other purposes that are not traditionally used from that account. Funding for potential transportation infrastructure projects is in jeopardy as well. Essentially, Foothill Transit would normally receive roughly \$7 million for this fiscal year, but may only receive \$1-3 million. In response to Member Fasana, Executive Director Barnes reported that the legality of using Spillover Funds is being examined by the California Transit Association. Additionally, protection of the spillover funds could be permanently removed and this problem could arise again.

President Lantz thanked Mr. Barnes for keeping the Executive Board apprised of the current budget crisis and for participating in budget discussions that will hopefully lead to a less damaging outcome.

The Executive Board received and filed the July 2007 Legislation Summary.

Motion: Member Fasana, seconded by Member Storing
Vote: Unanimously carried

REGULAR AGENDA:

TRANSIT STORE QUARTERLY REPORT: APRIL – JUNE 2007

Araceli Lopez, Transit Store Operations Manager, reported that Transit Store sales for this quarter totaled \$1,328,878, which was a slight decrease for this quarter compared to the same period last year. Due to the recent installation of the new phone system, phone data was unavailable during this quarter. Total walk-in traffic was 48,686 compared to 67,273 last year resulting in a 28 percent decrease.

The Executive Board received and filed the April – June 2007 Transit Store Quarterly Report.

Motion: Member Delach, seconded by Member Fasana
Vote: Unanimously carried

RELOCATION OF THE DUARTE TRANSIT STORE

Linda Somilleda, Director of Marketing and Communications, reported that discussions occurred with the management company of the Duarte Park Plaza Business Complex to investigate the relocation of the Duarte Transit Store within the same complex. After discussions, a suitable suite for the Duarte Transit Store has been located and the management company will assist FT with the inter-building move. Occupancy will occur approximately 30 days after the current tenant vacates. The store would remain at the location through the end of the current lease in May 2008. There is no budget impact associated with this action.

Executive Director Barnes noted that after review of the outlets in the Duarte area, the current Park Plaza location is the best option for Foothill Transit Customers to purchase transit passes and other services. By reaching out to vendor partners and other sources, the opportunity to expand the Foothill Transit network could be achieved. Staff will continue to explore and evaluate the feasibility of maintaining the Duarte Transit Store between now and its lease expiration in May 2008.

The Executive Board authorized the relocation of the Duarte Transit Store.

Motion: Member Fasana, seconded by Member Storing
Vote: Unanimously carried

NEW LEASE FOR THE CLAREMONT TRANSIT STORE

Ms. Somilleda reported that the new three-year lease agreement for the Claremont Transit Store has been developed. Foothill Transit will encumber staffing costs and telecommunication services, while the City of Claremont will cover store improvements, utilities and janitorial costs. The ongoing operation of the Claremont transit store is included in the current budget.

The Executive Board authorized the Executive Director to enter into a new lease with the City of Claremont for the operation of a Transit Store.

Motion: Member Fasana, seconded by Member De La Torre
Vote: Unanimously carried

PERFORMANCE INDICATORS REPORT – FISCAL YEAR 2007

Rahul Kumar, Director of Planning, presented a PowerPoint presentation that covered Foothill Transit's Performance Indicators for Fiscal Year 2007. Foothill Transit's overall goals and mission is to operate a safe, effective and efficient transit system, while providing outstanding customer service.

Foothill Transit has adopted a standard for this fiscal year of 0.85 preventable accidents per 100,000 miles, which is a reduction from past fiscal years. Complaints per 100,000 boardings for this fiscal year averaged 7.2, meeting the organization's performance target. Schedule Adherence for this fiscal year averaged 89 percent of all trips. Beginning fiscal year 2008, schedule adherence monitoring will fully transition to the SMARTBus system. This system monitors 100 percent of all scheduled trips for schedule adherence. Boardings per Vehicle Service Hour averaged 20 boardings per hour in fiscal year 2007, a 2.5 percent reduction from fiscal year 2006. Silver Streak slightly missed the annual target of 48,500 boardings per weekday by averaging 48,165. Foothill Transit measures its overall efficient use of available resources by monitoring farebox recovery ratio and average cost per vehicle service hours. Farebox recovery ratio met expectations, and completed the fiscal year with a 26.7 percent ratio. Overall, Foothill Transit achieved five of eight indicators and was within 2.5 percent of meeting the remaining three.

The Executive Board received and filed the Performance Indicators Report for Fiscal Year 2007.

Motion: Member De La Torre, seconded by Member Delach
Vote: Unanimously carried

FISCAL YEAR 2007 MANAGEMENT CONTRACTOR INCENTIVE PAYMENT

Darold Pieper, General Counsel, reported that each year the Executive Board can consider authorizing an annual incentive performance bonus payment in an amount not-to-exceed \$100,000 to Veolia Transportation for their efforts on behalf of Foothill Transit. If approved by the Executive Board, Veolia Transportation will use these funds to enhance programs for the employees assigned to Foothill Transit. Funding is available for this incentive payment in the Fiscal Year 2008 operating budget.

Following discussion, the Executive Board authorized the incentive payment in the amount of \$100,000 to Veolia Transportation for their efforts and achievements during Fiscal Year 2007.

Motion: Vice President Delach, seconded by Member De La Torre
Vote: Unanimously carried

CONTRACT AMENDMENTS – CLEAN ENERGY

Staff pulled the item from the agenda and advised it will be returned at a future Executive Board meeting.

BOARD MEMBER AND EXECUTIVE DIRECTOR COMMENT

Executive Director Barnes reported funding issues are still looming. In addition, Foothill

Transit is considering hosting a recognition and open house for the student artwork provided by Rio Hondo Community College in September 2007. The Executive Board and stakeholders will be notified of the event as the date draws nearer.

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of litigation pursuant to Government Code Section 54956.9 (c): Three Cases

CLOSED SESSION: Conference with Real Property Negotiators Government Code Section 54956.8:

Property: 1600 S. Azuza Avenue
Puente Hills Mall
City of Industry, CA 91748

Negotiating Parties: Ken Mason, General Manager, Puente Hills Mall

Foothill Transit Negotiators: Doran Barnes and Bob Arthur

Under Negotiation: Possible acquisition of real property including terms and price

The Executive Board recessed to Closed Session at 9:03 a.m.
The Executive Board reconvened at 10:05 a.m.

Mr. Pieper reported that the Executive Board met in Closed Session and advised that all talks were in regards to discussion items only. Also, the Executive Board decided to terminate all negotiations with respect to Closed Session item #20.

CONTRACT AMENDMENT – CONSTRUCTION GENERAL CONTRACTOR SERVICES FOR THE NEW ADMINISTRATIVE OFFICES

Bob Arthur, Director of Special Projects, reported that additional Change Orders (CO's) will be submitted and requested the Executive Board to consider approving all for immediate payment to Steton Construction Group (SCG) except items 103, 140 and 177. Mr. Arthur reminded the Executive Board that all CO's are thoroughly reviewed for fair market cost, relevance and responsibility by construction manager Jim Rich, Special Legal Counsel Ed Gill, and himself before they are recommended for approval. Funding for these items are available in the operating budget.

President Lantz stated that items 160 and 170 appear to fall under the purview of SCG and queried as to whether Foothill Transit should be charged with paying for these costs.

With the exception of items 103, 140 and 177, the Executive Board agreed to approve

payment of all CO's set forth in Attachment A to SCG for an amount of \$215,582.

Motion: Member Delach, seconded by Member Storing
Vote: Unanimously carried

ADJOURNMENT

There being no further business, the Executive Board adjourned at 10:09 a.m.